

Quick Reference Card

SoftPay Verix 2.3 for Omni Terminals

Sale

Swipe Card or Press:

Swipe or Enter Account #:

Choose Card:

Exp Date (MMYY):

Confirm Acct #:

*[Optional prompts display]
[Password Input/Clerk Login]*

Amount \$:

Cash Back \$:

Enter PIN:

Tip:

Print Cust Copy?

Force

Press:

Swipe or Enter Account #:

Choose Card:

Exp Date (MMYY):

*[Optional prompts display]
[Password Input/Clerk Login]*

Amount \$:

Appr Code:

Print Cust Copy?

Refund

Press:

Swipe or Enter Account #:

Choose Card:

Exp Date (MMYY):

*[Optional prompts display]
[Password Input/Clerk Login]*

Amount \$:

Tip:

Print Cust Copy?

Void

Press:

Void Last Trans?

Retrieve By:

Invoice Number: or Last 4 digits:

[Transaction Displays]

Options are:

To confirm, press Yes.

Print Cust Copy?

Reprint

Press:

Select:

Invoice Number:

Printing...

Settlement

Press:

Password:

Scroll hosts, Press:

Select host, Press:

[Terminal Displays Totals]

Enter to Confirm:

OR

Sales:

Refunds:

Total:

*[Communications Response]
[Settlement Report Prints]*

Note: = Debit transaction
 = Optional

Tip Adjust

Press: **Tip Adjust**

Password: **ENTER**

Retrieve by:

- Srvr
- Amt
- Acct
- Inv#

*[Terminal prompts for additional information]
[Transaction Displays]*

Select:

- Adj
- Prev
- Next
- Exit

New Tip: \$ **ENTER**

[Transaction Displays]

Press clear to return to the previous menu.

Reports

Press: **Reports**

Select report:

- Totals Report
- Detail Report
- Host Totals Rpt
- Server Reports
- Shift Reports
- Unadjust Rpt
- Batch History
- Terminal Param
- Terminal Stats
- Merchant Rpt

If Server Report, select report:

- Totals Report
- Detail Report
- Server Table
- IRS Tip Report
- Discount Tip

If Batch History, select:

- Date
- All

If Merchant, Password:

ENTER

Report Key: m = Manually keyed
* = Trans. adjusted

Batch Review

Press: **Batch Review**

Password: **ENTER**

Retrieve by:

- Srvr
- Amt
- Acct
- Inv#

*[Terminal prompts for additional information]
[Transaction Displays]*

Select:



- Adj
- Void
- Prev
- Next

Adjust Option:

- Amt
- Tip
- Srvr
- Appr

Void **Yes** **No** **Next**

Prnt Cust Copy? **Yes** **No**

NOTE: To scroll any menu, press  until desired option appears.  key changes the direction of the scrolling arrow.



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